North Dakota Department of Transportation

LCPtracker
Getting Started Guide
for Contractors

LCPtracker
Labor Compliance Software

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GETTING STARTED ON LCPTRACKER

If you are a prime or subcontractor on federal-aid highway projects with the North Dakota Department of Transportation (NDDOT), you need to begin moving to the automated filing of Certified Payroll in LCPtracker, an online labor compliance system. In the future, we anticipate that all Davis-Bacon payrolls will be done online, through LCPtracker. In the Construction season of 2016, use of this system is voluntary, but NDDOT encourages contractors to begin using the system now, when so many resources are available to help with the adjustment to the new system.

The Initial Steps to Using LCPtracker:

1. **Get a contractor account set up** on LCPtracker by calling (701) 238-2605. This will take no more than 5 minutes. Have company name, address, email of payroll person, tax ID and telephone ready, and it will go even faster. Setting up this account does not obligate you to file electronically, but it gives you the option and it allows you to practice using the system.

2. **For Prime Contractors Only**: You will need a Prime Approver account for all projects from which you are the prime contractor. You can set up a different individual for each project, or the same person for all and this can be the same person who certifies your payroll. Once you have designated a person who is typically your Prime Approver, this person may find projects are automatically placed on the Prime Approver account as they are awarded. If we fail to do this, please call and alert us that you are ready to go on the project and need the Prime Approver account designation immediately.

3. **Two Accounts for Primes?** If you find yourself confusing your accounts, remember that your user ID for the contractor account is your central telephone line, while your user ID as Prime Approver is your complete email. Note: You can set up additional persons on the contractor account by setting up emails as user IDs. DO NOT set up your intended Prime Approver this way – the system will not allow the same email to be set up with two different statuses. The email used for the Prime Approver account cannot be used elsewhere in the system.

4. **Subcontractors**: If you are a subcontractor on a project, it should appear on your project screen (first screen after you sign on). If not, contact the Prime contractor on the project and ask to be assigned to the project.

5. **Manual Entry or Interface**: You must decide whether to use the manual method of inputting payroll or to create an interface with your accounting program, or to use an Excel spreadsheet as an interface. If you consistently have fewer than 15 employees a week on payroll, you can consider simply inputting payroll each week. LCPtracker estimates that after the set up and learning phase, you can do this in 30 minutes. If you have more employees, you should look into either an interface or the Excel spreadsheet method for uploading payroll from your accounting system.

6. **Editing Payroll**: As you input or upload payroll, you can leave and come back to the task. You can edit uncertified payroll easily, and after certification, you have a period of 60 days in which to freely amend payroll. After this period, you must ask the Prime Approver or the Wage Administrator (Gail Brown at 701-238-2605) to allow an edit of the certified payroll.

7. Throughout this manual, look for the orange arrow () to guide your use of the screen in LCPtracker.

To follow is information on each of these steps and tasks.

SECTION 1 - SETTING UP AND MAINTAINING CONTRACTOR ACCOUNT

1. **Call (701) 328-2605 to set up a contractor account**. You will need the following information
   a. Company Name
   b. Federal Tax ID
   c. Central office telephone number (becomes contractor ID)
   d. Union/nonunion status
   e. Contact Name
   f. Contact Email
   g. Company Address
   h. Standard for overtime (8 hour day or 40 hour week)

   Note: You might want other information on this page on your certified payroll, and if so, feel free to fill it out. But only those fields that have red asterisks (*) are required. The final section on DBE certification, leave blank. This function will be completed in B2GNow.

2. **Maintaining your contractor account**: If you go to the Set Up tab and hit the Company Information button:

3. You can change any of your company information, but you cannot change the 10 digit Telephone Number assigned as the User ID. (The NDDOT does not use Contractor License Number in this area.) If this must be changed, call (701) 328-2605. All other information may be changed (see following page).

4. Remember to hit the Save button if you make changes.

5. You will always sign in at www. **lcptracker.net.** If you lose or forget your password, hit the Password Help button.

6. **If you know your password, but wish to reset it**, go to the Set Up tab, and hit the "Edit Login Password" button.

7. This will take you to the following screen, which will allow you to reset your password:

SECTION 2 - SETTING UP SUBCONTRACTORS

1. **As a Contractor (Prime or Sub), you have the ability to input your subcontractors into the system.** As a general rule, all registered contractors should already be in the system and should appear in the "drop down" menu of contractors. Therefore, the NDDOT asks that you not input (or "add" subcontractors). While the system gives you the ability to do this, the NDDOT requires that all subcontractors be registered. So, call (701) 328-2605 if your intended subcontractor does not appear on the drop down.

2. Most often, you will add an existing subcontractor to your project, which the system refers to as **Contractor Assignment**. Go to the Set Up tab and then hit "Subcontractor Setup" button.

3. The Subcontractor Setup screen will give you the option to either "Add/Edit Subcontractor" or "Subcontractor Assignment." Hit the "Subcontractor Assignment" button.
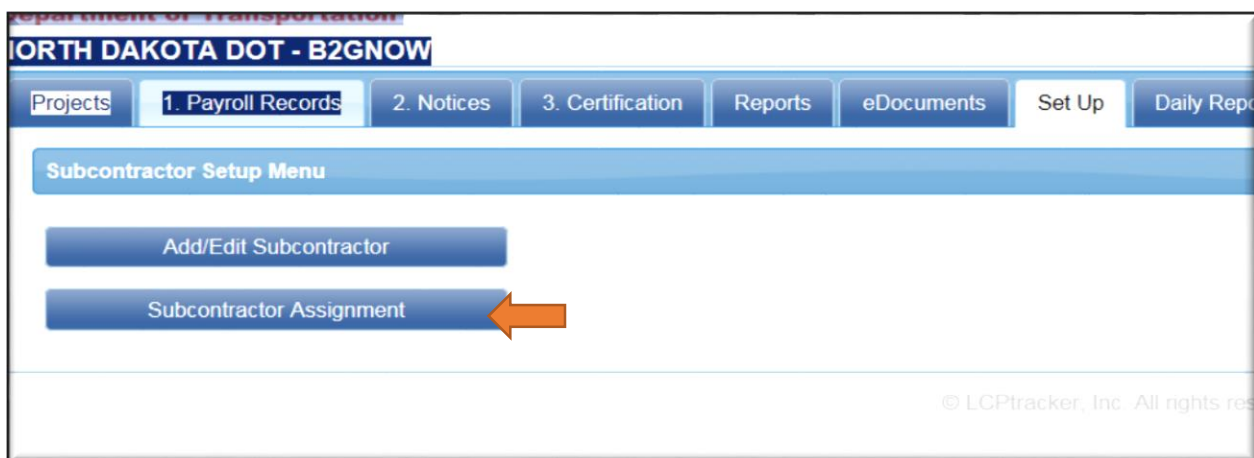
4. At this point, the following screen will appear:

You will want to hit the "Add New Assignment" button.

5. The **Add Assignment** screen will appear. Select your project, and you will then be asked to select a contractor to be assigned. This drop down function should list all registered contractors, but it occasionally does not. If your intended subcontractor is not listed, call (701) 328-2605. Otherwise choose your intended subcontractor, indicate a start date and a contract amount and **hit "Save"**.

6. Your subcontractor should now appear on the Contractor Assignment Page:

Add New Assignment

Select a department
-- All Departments --

Select project to display
Select projec...

Select contractor to display
Select contractor / all contractors

Project	Contractor	Sub To	Contract ID	Date Assigned	Contract Amount
Test Project	3D Specialties	Brown Construction Company		02/16/2016	$1.00
Test Project	Anderson Western, Inc.	Brown Construction Company		02/16/2016	
Test Project	Border States Paving, Inc.	Brown Construction Company		02/16/2016	$1.00
Test Project	Central Specialties	Brown Construction Company		02/16/2016	$1.00
Test Project	Dakota Fence Company	Brown Construction Company		02/16/2016	$1.00
Test Project	Dakota Underground Company	Brown Construction Company		02/18/2016	$1.00
Test Project	Diamond Surface, Inc.	Brown Construction Company		02/16/2016	
Test Project	Industrial Builders, Inc.	Brown Construction Company		02/16/2016	
Test Project	Knife River Materials	Brown Construction Company		02/16/2016	$1.00
Test Project	Knife River North Dakota	Brown Construction Company		01/21/2016	$0.00

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Add New Assignment Cancel

If for any reason your new subcontractor is not listed, please go through the "Add New Assignment" function again. If you are still experiencing problems, call (701) 328-2605.

1. **If you plan on entering your payroll manually, you will need to initially add all employees before beginning the entry of payroll.** You will only have to enter an employee once on your account, regardless of the number of projects – that is, an employee will be assigned to you as a contractor, and not to the project. Please note: if you use an interface to upload payrolls, employees should be uploaded automatically.

    To input employees manually, go to the **Set up Tab**, and hit the "**Add/Edit Employee" button**:

    You will then see a screen for adding employee information. In the first section, <u>input the name, address, city, state and zip for the employee. Under "SSN," input XXX-XX-last 4 of the Social Security number.</u> You will need to assign your employee an additional number as "Employee ID" – this could be a letter or number or any combination as long as it is unique to each employee. <u>You need to input # of exemptions, ethnicity, gender and date hired (this is used to do an EEO Report – use original date of hire if employee is seasonal). You should also input a telephone number – put 999-999-9999 if the employee has no phone</u>, but something must be input into this box. All other information in this section is *discretionary – you can put it in, but you are not required to.* (Please see following page.)

You may **skip** the Sections on "Demographic Classifications" and "HUD Section 3 Information."

If you have a **USDOL** Apprentice working on the project, you will want to fill out the following section on "Apprentice Information." You will want to fill in the Apprentice ID, Rate Percentage, and Apprentice Registration Date. Please note: Do not use this section for OJT Trainees – there are special Job Classification Sections for these trainees.

2. **Default Hourly Paid Fringes**: The following section is on Default Hourly Fringes (As paid to a fund on behalf of employees). If you pay into the same funds at the same amounts for each hour an employee works, you can fill in this section. You can fill in an hourly amount for vacation and holidays, Health and welfare (i.e. health insurance, dental or vision, etc.), Pension (pension or 401K amount contributed by employer only), and all other.

You may also fill in the "Pre-Tax Voluntary Employee Contributions and Other" section – this is for amounts that are **paid by the employee for health insurance or an employee contribution to a 401K.** You can set this up as a default if it typically does not change – i.e. the employee contributes a stable amount each week.

Finally, you can set up Default Deduction Notes – these will then be inserted into the deduction note area of each paycheck. Use this section to describe any regularly occurring deductions or contributions. For example: "Child Support – 11% each week" or "First $350 in fringe to health insurance, remainder to pension" and so on.
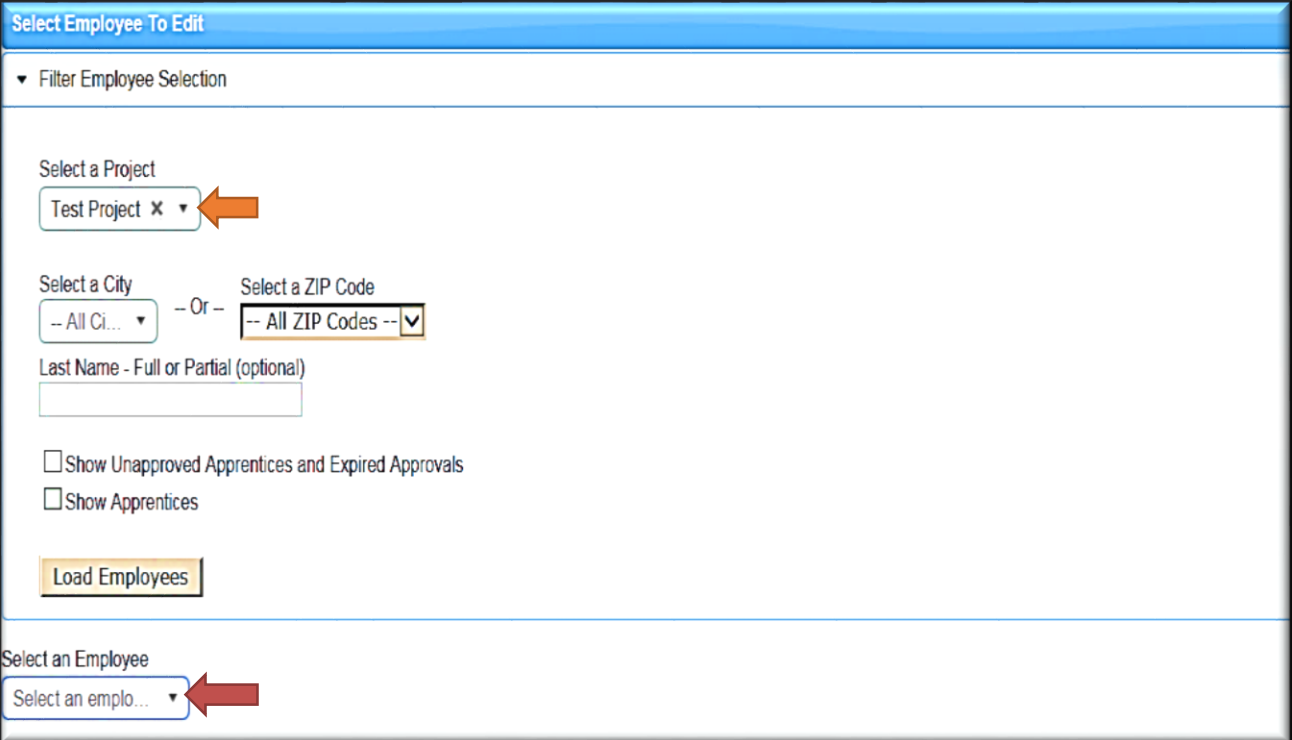
▼ **Default** Other Deduction Notes

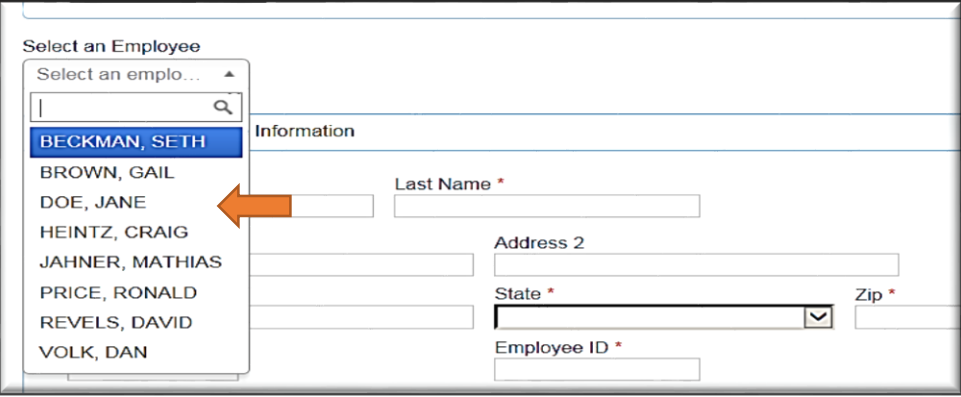Default notes will be inserted in each employee payroll record

That's it – you did it. Review information and hit the "Save" Button. To input further employee, hit "Reset" – otherwise, hit "Cancel" (which operates as a "back" button).

Cancel   Reset   Save

SECTION 4 - EDITING AN EMPLOYEE

Once again, go to the **Set up Tab**, and hit the **"Add/Edit Employee" button**.   You then select the employee from a drop down menu. If you do not use the "Filter Employee Section" function, you will see all your employees, from all projects, in the drop down. If you limit the employees to a particular project (or even further to a particular town or last name), you will see fewer employee (or only one) in the drop down.

The yellow arrow shows the drop-down for employees:

Choose the employee you wish to edit and begin changing information. When you are finished**, hit the "Save" button.**
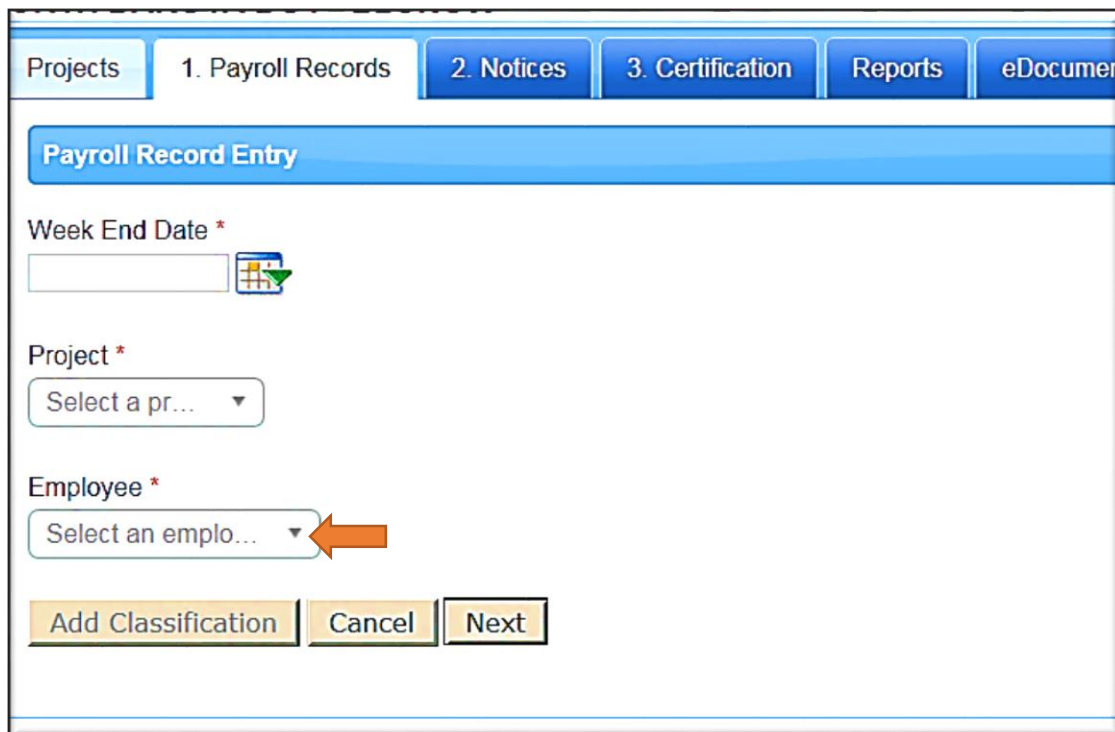
SECTION 5 - ENTERING PAYROLL

1. **Enter Records:** Once you have input your employees, you are ready to begin entering a payroll. First, go to the **"1. Payroll Records" Tab** and then hit the **"Enter Records" button**.

2. **Payroll Entry Screen for employee**: You will then be directed to a "drop down" for your employee (previously input):

3. **Select Week End Date**: You must first choose a Week End date for the payroll you wish to input:
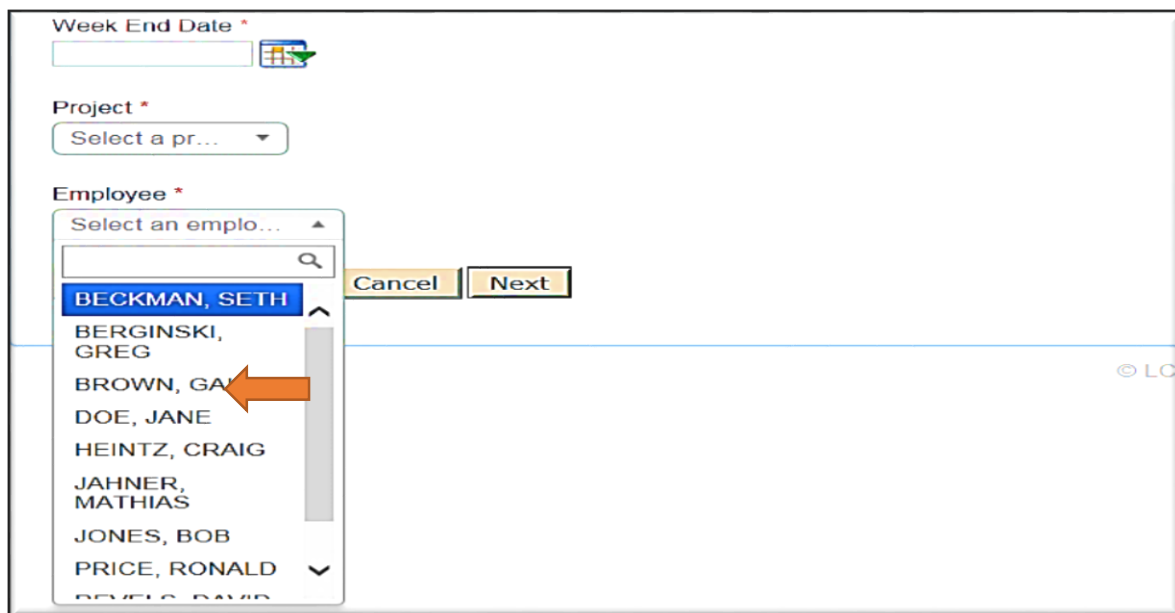
4. **Select Project**: Thereafter, you must **choose your project** from the drop-down project menu- only those projects to which you are assigned will show up. If you are the prime contractor and a project which you have been awarded is not on your drop-down project bar, call (701) 328-2605 and asked to be assigned to the project in LCPtracker. If you are a subcontractor, call the prime contractor and ask the prime to assign you as a subcontractor to the project.

5. **Select Employee**: Finally, you must **choose the employee** to which you are inputting records from the "Employee" drop-down menu:

6. **Chose Job Classification**: When you have selected the correct employee, hit the **"Next" button**.

When you do this, the screen will prompt you to choose a classification in which to place the employee.

If the classification you are inputting hours on is listed, just check the box and hit **"Next" button**. If the classification is not there, you will need to hit **"Add Classification"**

7. **Add Classification**: If you pick **"Add Classification**," you will see the following screen:

You must go to the Craft drop-down Menu area (see orange arrow).

You will then see:

Add Classifications

Craft

CARPENTERS ▲

CARPENTERS
CEMENT MASONS/FINISHERS
ELECTRICIANS
FOREPERSON - SALARIED AND NON-WORKING
LABORERS
LINE CONSTRUCTION
POWER EQUIPMENT OPERATORS
TRUCK DRIVERS
TRUCKER DRIVERS

Construction Typ

Highway

Highway

Add Selected

You must then pick the broad classification (operator, trucker, line construction, carpenter, etc.)

Once you choose a broad classification, you will see all job titles within that classification. For instance, to follow is the list of jobs under "Power Equipment Operator":

Check the job or jobs you would like to add for this employee and hit the **"Add Selected"** button:

You will then be directed back to the Employee Entry page, but with additional classifications:

Check the classification you added, and then hit **"Next" button**.

8. **Payroll Entry Screen Form**: You now see the Payroll Entry Form (2 of 2) for this Employee:

9. **Input Pay Rates**: You are now ready to input hours, rates and fringes for this Employee. First, **input the Base Hourly Rate and Overtime Rate** for that employee. You may also enter the double time rate if you pay double time:

10. **Input Cash Fringe Rate (if any)**: If you pay fringes in cash, **put a rate at which they are paid into "Rate in Lieu of Fringes" area:**

11. **Enter Hours**: Now it's time to **enter hours for the week**:

You can enter any number of hours into "Regular Time," but if the number tops 40, you must begin entering in "Overtime" or "Double-time" or you will get an error. Once you have entered all your hours, you will have a total. At this point, if you pay fringes in cash, take the number of hours times the "rate in lieu of fringes" and input the figure into the "Wages paid in Lieu of fringes (Total cash fringes)" area:

12. **Fringes Paid into Plans**: Now to finish fringes. **If you pay in cash, and you have completed the above step, you just need to check the "Some or All Fringes Paid to Employee" button** in the fringe area:

If you pay fringes into plans, however, you must now **fill in fringe amount totals**. If you have a Default setting for fringe, you can hit "Calculate Fringes" and the system will calculate a total value for each fringe on this paycheck (in example below, default fringes were set for $1/vacation, $5/health, $ 9.50/pension).

If fringes are more irregular, simply fill in the amount of fringe you are paying. For instance, if you have figured health insurance as worth $5 an hour, and pension as worth $10/hour, you would fill it in:

If you have a set amount you pay for insurance with the remainder to a 401K (for instance, $200 week for health insurance and the remainder to 401K), you must pay fringes at $651.20 this week ($14.80 x 44 hours), you would fill this in as follows:

You should note "Health Insurance $200 week, remainder to 401K" in the Notes section.

If you pay **some of fringes in cash, but some into plans**, do the following:

So, to "**mix**" fringes as both cash and paid into plans, enter the amount paid in cash under "**Rate in Lieu of Fringes**" and take this times the number of hours worked and enter a cash amount in "**Wages Paid in Lieu of Fringes**." Thereafter, **enter the amounts you pay into plans under "Fringes/contributions paid to Others" (in this case, it is $5/health and $5 pension/401K) and check the "Some or All Fringes Paid to Employee" butto**n. The system will now understand that you are "mixing" payment in cash and plans. As long as the total value of wage plus fringe meets the minimum from the Wage Decision, LCPtracker will approve this without notice.

13. **Deductions**: You will need to fill in the Federal Income Tax, Social Security Tax, Medicare and State Tax Withholding, as well as any other deductions. If you put any deduction in the Other section, you will need to explain it under "Other Deduction Notes." The system will give you a total on Deductions. You will input Gross Check Pay, and the Paycheck Amount and number (use unique identifier if direct deposit) and select a payment date. In this section, it is critical that Paycheck + Total Deductions = Gross Pay. If the math is off, the system will generate an error. Here is a sample on this section:

14. **Am I done yet? /Notices**: When your input is finished, you can hit the Save button. If the system goes on to the next employee, you know that all your notices are "soft" in nature = they give warning, but they do not stop you from filing payroll. If you have "hard" notices, the system will stay on the input page and generate notices. The type of notice will most often be identifiable – mistakes like the hourly wage x hours does not equal gross pay, or gross pay minus deductions doesn't equal paycheck. Other notices tell you that you might not be paying the minimum wage – they must be taken care of before certification. Make changes and hit the Save button – if you have fixed the problem, the notice will disappear. The following is an entry without notices – it is set to go.

15. Violation Codes and what they mean: You will find that you have a certain number of notices (or violations) on each payroll. Remember that some of these are meant to alert you (such as warning that total deductions are higher than expected) while others (rate x hours doesn't equal total) are meant to alert you that you have likely made a math error. If the Perform Validation column indicated "No," it means that the NDDOT has not "turned on" this alert or warning.

Display Order	Validation Code	Validation Description	Perform Validation	Notice / Warning	Enforce at Certification
1	VAL_1a	Checks that basic hourly rate has a value (blue field)	YES	NOTICE	ENFORCE
2	VAL_1b	Checks that the value of the stated basic hourly rate is at least the prevailing wage hourly rate.	YES	WARNING	ALERT
3	VAL_2a	Checks that the overtime hourly rate has a value if overtime hours exist (blue field)	YES	NOTICE	ENFORCE
4	VAL_2b	Checks that the stated value of the overtime hourly rate is at least the prevailing wage overtime hourly rate.	YES	NOTICE	ENFORCE
4	VAL_2c	Checks that the value of the hourly overtime rate is the same or higher than the amount posted for the total overtime rate entered into the prevailing wage table.	YES	NOTICE	ENFORCE
5	VAL_3a	Checks that the double time hourly rate has a value if double time hours exist (blue field)	YES	NOTICE	ENFORCE
6	VAL_3b	Checks that the stated value of the double time rate is at least the prevailing wage doubletime hourly rate	YES	NOTICE	ENFORCE
6	VAL_3c	Checks that the value of the hourly doubletime rate is the same or higher than the amount posted for the total doubletime rate entered into the prevailing wage table.	YES	NOTICE	ENFORCE
7	VAL_4	Checks that the training contribution meets the prevailing wage requirement	NO	NOTICE	ENFORCE
8	VAL_5	Checks that the total hourly rate meets the prevailing wage requirement	YES	NOTICE	ENFORCE
9	VAL_6	Checks that the basic hourly rate meets the prevailing wage requirement	YES	WARNING	ALERT
10	VAL_7	Checks that the gross pay all project has a value	YES	NOTICE	ENFORCE
11	VAL_8	Checks that the paycheck amount has a value. A value of zero is OK but no value is not.	YES	NOTICE	ENFORCE
12	VAL_9	Checks that the paycheck amount is equal to gross pay all projects minus total deductions	YES	NOTICE	ENFORCE
13	VAL_10	Checks that minimum wage has been met	YES	NOTICE	ENFORCE
14	VAL_11a	Checks the standard hours worked per day	NO	NOTICE	ENFORCE
15	VAL_11b	Checks that the sum of all standard hours worked by an employee is less than (<=) 8 hours	NO	WARNING	ALERT
17	VAL_12b	Checks if worked hours are more than Standard Hours Per Day, as set in Department Settings, and no double time	NO	NOTICE	ENFORCE
17	VAL_13	Checks gross employee pay is equal to the hours worked times the pay rates stated in the blue fields	YES	NOTICE	ENFORCE
18	VAL_14	Checks if Saturday hours worked and no overtime hours reported (OT/DT)	NO	NOTICE	ENFORCE
19	VAL_16	Checks if Sunday hours worked and no overtime hours reported (OT/DT)	NO	NOTICE	ENFORCE
20	VAL_17	Checks that gross pay all projects is larger than (=>) (gross employee pay this project + wages paid in lieu of fringes)	YES	NOTICE	ENFORCE
21	VAL_18	Checks that an employee standard time is less than (<=) 40 hours	YES	NOTICE	ENFORCE
22	VAL_19a	Checks that overtime pay rate is greater than (=>) 1.5 * basic hourly rate. If OT is worked.	YES	NOTICE	ENFORCE
23	VAL_19b	Checks that overtime pay rate is greater than (=>) 1.5 * (basic hourly rate + cash rate in lieu of fringes). If OT is worked.	NO	NOTICE	ENFORCE
24	VAL_20a	Checks that double time pay rate is greater than (=>) 2.0 * basic hourly rate. If double time is worked.	YES	NOTICE	ENFORCE
25	VAL_20b	Checks that double time pay rate is greater than (=>) 2.0 * (basic hourly rate + cash rate in lieu of fringes). If double time is worked.	NO	NOTICE	ENFORCE

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25	VAL_20b	Checks that double time pay rate is greater than (=>) 2.0 * (basic hourly rate + cash rate in lieu of fringes). If double time is worked.	NO	NOTICE	ENFORCE
26	VAL_21	Checks that apprentices have been approved.	NO	NOTICE	ENFORCE
27	VAL_22	Checks that basic hourly rate from the appropriate wage determination has a value.	NO	NOTICE	ENFORCE
28	VAL_23	Checks that the Total Hourly Rate Stated is sufficient.	YES	NOTICE	ENFORCE
29	VAL_24	Checks that Sunday hours worked are at double time.	NO	NOTICE	ENFORCE
30	VAL_25	Checks that the Total Deductions equals the sum of the deductions entered.	YES	NOTICE	ENFORCE
32	VAL_26	Sets apprentice "No Determination Found" as a Notice, Warning, or Alert. For California accounts or accounts using combined Davis Bacon / California rates only.	YES	**WARNING**	**ALERT**
33	VAL_27	Validates for Work Order ID in payroll record when project requires Work orders.	NO	NOTICE	ENFORCE
35	VAL_28	Checks that the health insurance paid meets the required percentage	NO	WARNING	ALERT
36	VAL_29	Checks that the I9 Form has been verified for the employee reported on the payroll. Please contact LCPtracker support to get Enforcement Date setup for your account. This validation will not work properly until an Enforcement Date is set.	NO	NOTICE	ENFORCE
37	VAL_30	Checks that there are 'Other Deduction Notes' when there are other deductions.	YES	NOTICE	ENFORCE
38	VAL_31	Checks that craft and classification are not equal to Not Available	YES	NOTICE	ENFORCE
39	VAL_32	Checks that employee's first name has been entered.	YES	NOTICE	ENFORCE
40	VAL_33	Checks that employee's last name has been entered.	YES	NOTICE	ENFORCE
41	VAL_34	Checks that employee's street address has been entered.	YES	NOTICE	ENFORCE
42	VAL_35	Checks that employee's city has been entered.	YES	NOTICE	ENFORCE
43	VAL_36	Checks that employee's state has been entered.	YES	NOTICE	ENFORCE
44	VAL_37	Checks that employee's ZIP code has been entered and that is at least 5 characters long.	YES	NOTICE	ENFORCE
45	VAL_38	Checks that employee's ethnicity has been entered.	YES	NOTICE	ENFORCE
46	VAL_39	Checks that employee's gender has been entered.	YES	NOTICE	ENFORCE
47	VAL_40	Checks that employee date hired has been entered.	YES	NOTICE	ENFORCE
48	VAL_41	Checks that employee phone number has been entered.	YES	NOTICE	ENFORCE
49	VAL_42	Checks that employee ID has been entered.	YES	NOTICE	ENFORCE
50	VAL_43	Checks that SSN is not entered. SSN field must be blank.	NO	WARNING	ALERT

51	VAL_44	Checks that SSN has been entered and in the proper format.	NO	WARNING	ALERT
51	VAL_47	Checks that contractor's Local Business License has been entered.	NO	WARNING	ALERT
52	VAL_45	Checks that SSN has been entered in the format XXX-XX-####.	YES	**NOTICE**	**ENFORCE**
53	VAL_46	Checks that employee's Driver License information, including state of issue, has been provided.	NO	WARNING	ALERT
55	VAL_48	If Daily Log is enabled, it validates that an employee's reported total hours match those in the Daily Log.	NO	WARNING	ALERT
56	VAL_49	If Daily Log is enabled, it validates that an employee reported in certified payroll is also reported in the Daily Log.	NO	WARNING	ALERT
57	VAL_50	Validates that wards, geographic areas, and congressional and state senate districts are entered for employees.	NO	WARNING	ALERT
59	VAL_52	Checks that check amount is greater than total deductions	YES	**WARNING**	**ALERT**
81	VAL_58	If Daily Log is enabled, it validates that an employee reported total hours match those in the Daily Log for the reported Craft and Classification.	NO	WARNING	ALERT
82	VAL_56	Checks that Wages Paid in Lieu of Fringes are equal to Rate in Lieu of Fringes times Hours Worked on This Project Only.	YES	NOTICE	ENFORCE
125	VAL_53	Confirms Craft/Classification is craft matched	NO	WARNING	ALERT
130	VAL_54	Confirms Craft/Classification are entered	NO	NOTICE	ENFORCE
132	VAL_26b	Sets journeyman "No Determination Found" as a Notice, Warning, or Alert. For California accounts or accounts using combined Davis Bacon / California rates only.	YES	WARNING	ALERT
140	VAL_55	If Daily Log is enabled, it validates that the Craft/Classification chosen on the Daily Report match the Craft/Classifcation on the CPR.	NO	WARNING	ALERT
150	VAL_57	If Daily Log is enabled, it validates that an employee's hours reported in the certified payroll matches the hours reported in the Daily Log.	NO	WARNING	ALERT
224	VAL_59	If Address Verification is enabled, it validates that the employee's address has been properly verified.	NO	NOTICE	ENFORCE

SECTION 6 - SETTING UP ADDITIONAL USERS

1. As a contractor, you might have additional users who need to use your contractor account. You can add additional users or change their information at the Set Up tab under "Add/Edit Additional Users."

2. You can then add the email of an additional user, together with their name and the central office telephone line:

3. This user will get an automatically generated email with a temporary password, asking them to choose a permanent password.   This user will then have access to the contractor account, but will not automatically be able to sign payroll. You must decide who will have access to the password which allows for an eSignature on payroll. This password is separate from all other passwords. It up to the payroll administrator for each contractor to decide who may use their password and under what conditions.

SECTION 7 - SETTING UP AN ESIGNATURE FOR CERTIFIED PAYROLL

1. You will be asked to set up an eSignature during the set up process as a contractor.

2. You have the option, on the contractor account, of changing the eSignature password. Go to the Set Up bar and hit the "Edit/Reset eSignature" button:

3. From this screen, you will be directed to the Edit eSignature Page, where the password may be reset:

SECTION 8 - THE PRIME APPROVER ACCOUNT

1. Once you have been awarded a federal-aid project with the NDDOT, the Wage Administer will need to assign the contract to a Prime Approver, who will receive and approve electronic payrolls for all contractors on a project. The Prime Approver will typically be the person who signs electronic payrolls for the prime, but not always. The function may be assigned for each project to a different person, or the same person. It is up to the prime contractor.

2. You will sign into the Prime Approver Account with your email, rather than the telephone number ID assigned to the contractor account. You will know which account you are in based on the appearance of the account.

    A contractor account looks like this:

    A Prime Approver account looks like this:

3. The Accounts look different because the functions of the two types of accounts are so different. As a Prime Approver, your primary function is to review, approve or reject certified payrolls. The first thing you will see as you sign into your Prime Approver Account is all the projects for which you are the assigned Prime Approver.

In the above example, the user is Prime Approver for two Test Projects. If you sign on to your Prime Approver account and you do not see a project which you have been assigned to on the Projects Tab, call (701) 328-2605.

4. Your first function will always be to review and approve payroll from both the prime contractor and all subcontractors who file electronically. Most of your work will be accomplished on the Certifications Tab:

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5. First, choose the Project you want to review and hit the Load Data button. You will then see all certified payrolls on a project – those you have approved and those that are awaiting for your approval. You have the option of limiting your page to a particular project or subcontractor and hitting Load Data. Or, you might only wish to bring up those payrolls you have rejected. You can do this on the Accept Status bar.

6. However you choose to load your payroll, you will need to look at all payroll that are certified, but not yet approved. Do this by going to the Prime Approval status bar, choosing "Not Approved" and hitting the Load Data button.

7. At this point, you must review these payrolls. You can look at the details of the payroll by hitting the "Details" link under the View Details Bar. This will bring up a summary of the payroll:

Week End Date	6/13/2015		View Project Wage Datasheet		
Process Status	Certified	Payroll Number	1		
Accept Status	Resubmitted	Performing	YES		
Person Submitting	Gail Brown	Final	No		
	Employees Interviewed This Week	0			

Contractor Notes: TEST EDIT

Confidential Admin Comments:

Save Cancel Add Notice ☐ Hide Closed Notices

Administrator Notices

Notice Type	Notice Title	Notice Date	Status	Created By	Action
REJECTION	Rejection Notice	2/19/2016	CLOSED	gailannbrown@aol.com	Edit Close Resend To Case

Payroll Notices

Notice Type	Notice Title	Notice Date	Status	Action
PAYROLL - NOTICE		2/19/2016	CERTIFIED	Delete View

Certification Details

Submitted Date	Status	View CPR
2/19/2016	Certified	View
1/29/2016	Certified	View
6/15/2015	Superseded	View

Payroll Record Details

Payroll Record Count	Employee	Jurisdiction	Craft	Classification	Recert Action	Recert Code	Status	Audited	
1	DOE, JANE	North Dakota DOT	LABORERS	Group 4 - Drill Runner (includes Wagon Churn or Air Track); Pipe Layers (sanitary sewer, storm sewer, water, & gas lines); Powderman, gunite & sandblast; Nozzleman; Reinforcing Steel Setters/Tiers: Concrete Finisher Tender	Add Record	1	Certified	Yes	Audit View
Total Payroll Records: 1	Total Employees: 1								

You can look at the status, administrator notices, and the history of the payroll. The above screen shows the history of a payroll that was input by the prime contractor, superseded, then certified, then rejected and recertified as an edited payroll. If you hit the "Audit" or "View" buttons, you can view the details of a particular worker, including notices of violations:
(next page)

In this way, you can look for violations. At the very bottom, you will see the Notices screen, which will give you a warning that something might be wrong with the payroll.

In the above example, you simply know that there are no notices for this employee. If you hit "Audit," the system will show the employee as audited if you hit the "Revalidate" button. After you have checked all employees, you can approve the payroll.

8. Go back to the Certifications tab, and go the Prime Approval column. If you are satisfied, note "Approved." At this point, the payroll will automatically appear on the project engineer's account – that is, you have now submitted the payroll in question to the project engineer.

Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up

Certifications

Project: Test Project
Contractor: All Contractors
Sub To | Contract ID: All Assignments

Load Data

From Date | To Date | Process Status: All Process Statuses | Accept Status: All Accept Statuses | Prime Approval Status: Not Approved

There are 3 certification records found for the above selection.

Delete	Contractor	Project	Sub To	Contract ID	Week End	Payroll No	Performing?	Submitted	View CPR	Prime Approval	Approved	Accept Status	Accepted	Final	View Details
Delete	Brown Construction Company	Test Project			6/13/2015	1	YES	2/19/2016	PDF	Approved		Resubmitted		No	Details
Delete	Brown Construction Company	Test Project			2/21/2016		YES	2/26/2016	PDF			ACCEPTED	2/26/2016	No	Details
Delete	Diamond Surface, Inc.	Test Project	Brown Construction Company		10/31/2015	2	YES	3/16/2016	PDF			Submitted		No	Details

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9. What if you find something which needs to be corrected? You must reject the payroll. In that event, you will go to the Accept Status Bar and choose the Rejected option. The system will ask you "Are you sure you want to Reject" and you will answer yes. At this point, you must tell the subcontractor why you are rejecting the payroll. The following screen will pop up, allowing you to do this:

Rejected CPR Notice Comments

Reason for Rejecting the CPR

Confidential Rejection Note

OK

There are two areas on this screen. The first allows you to type in the reason for the rejection. This message will actually go to the subcontractor. The second area allows you to make a confidential rejection note to yourself. This is completely up to you. After completing this, hit okay. To follow is an example on how you might handle this:

Rejected CPR Notice Comments

Reason for Rejecting the CPR

Missing employee.

Confidential Rejection Note

I did not see Bob Jones on the payroll, but I did see him onsite.

OK

However you choose to note it, the payroll is now Rejected. The subcontractor will receive very clear notice of this (to follow is the contractor screen)

NORTH DAKOTA DOT - B2GNOW

| Projects | 1. Payroll Records | 2. Notices | 3. Certification | Reports | eDocuments | Set Up | Daily Reporter | LCPcertified |

WELCOME Brown Construction Company   Sign up for No Charge Web Based Training Book Now

| Projects | Certified Payrolls |

1 Rejected CPRs, Admin Notices

Project Assignments

Project Code	Project Name	Sub To	Contract ID	Assignment Start Date	Bid Ad Date	Daily Reporter	
12345	Test Project			02/01/2015	04/15/2015	☐	Show Info
67890	Test Project II			02/08/2016		☐	Show Info

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And

WELCOME Brown Construction Company   Sign up for No Charge Web Based Training Book Now

| Projects | Certified Payrolls |

Project:
Test Project ▼

Reminder: You have temporary records to certify. Click on the orange "Edit" button to review the records.

Payroll Certifications

Week End Date	Performing	Accept Status	Prime Approval			
03/20/2016	YES	ACCEPTED	Approved	Edit	Report	Details
02/21/2016	YES	ACCEPTED		Edit	Report	Details
02/07/2016	YES	ACCEPTED	Approved	Edit	Report	Details
01/31/2016	YES	ACCEPTED	Approved	Edit	Report	Details
01/30/2016	YES	ACCEPTED	Approved	Edit	Report	Details
06/13/2015	YES	REJECTED		Edit	Report	Details

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As you can see, your subcontractor will get very clear notice of the rejection, together with an email outlining the rejection sent to the payroll administrator of the subcontractor. The subcontractor can edit and resubmit the payroll. Until they do so, the Project Engineer will not be able to see the payroll.

10. Likewise, once the Project Engineer has received the payroll, he or she may Accept it or may ask that the payroll be amended.

In the above example, the payroll has been Accepted by the Project Engineer. The Prime Approver may not accept under the Accept Status column, so if you see "Accept" in this area, you know that the Project Engineer has accepted the payroll in question. The Project Engineer may also send you or the subcontractor an administrative notice and delay accepting your payroll until some error is fixed. If this happens, you as the Prime Approver are ultimately responsible for getting the error fixed, and in rejecting/approving payroll. In general, the acceptance of the Project Engineer will be the last step on payroll, but there may be an error discovered later, such as when the project is finaled. In this instance, you may need to "Permit Edit" on a payroll that was completed by a contractor more than 60 days prior.

SECTION 9 - INTERFACES AND SPREADSHEETS

1. If you have a large workforce and do your payroll using an accounting or payroll program, inputting payroll each week is likely not a cost effective option. You will need to decide on one of 3 options to create an interface between your software and LCPtracker.

2. The first option is the Direct Interface. Some software packages, such as Foundations, have an interface to LCPtracker "built into" the system. You will need to enter craft codes and craft matches, and address other small issues, but if you have this option, you will likely be able to quickly get LCPtracker set up and working with your existing software.

3. If you do not have a Direct Interface, LCPtracker will build one for you for a small fee.

   Go to Payroll records tab, and hit the "Direct Payroll Subscription" button:
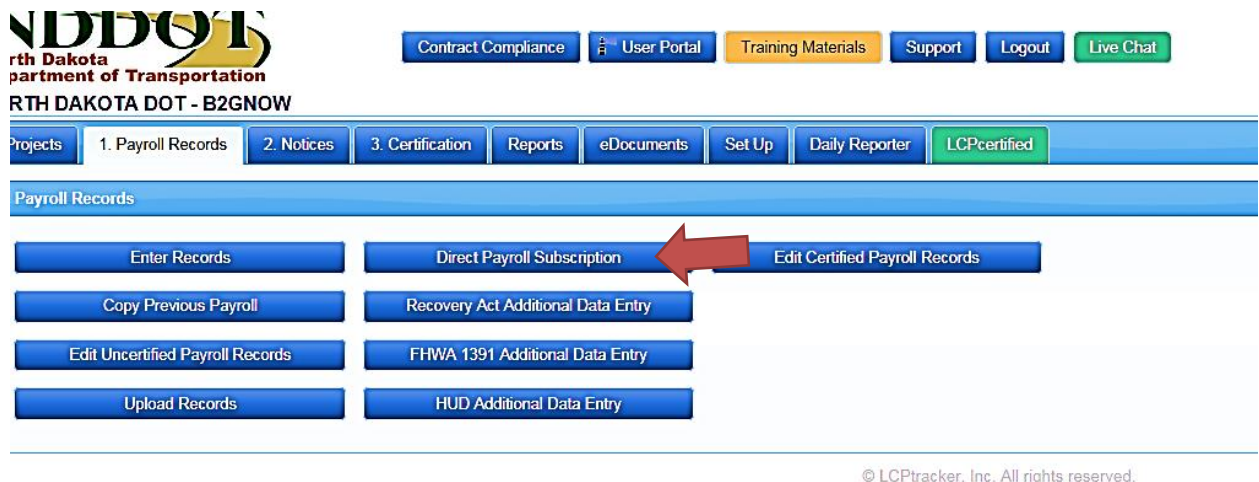
This will take you to the following screen, where you can order a Direct Interface for $595.00. You will be asked to provide four sample certified payrolls (pdf or csv) and the name of your accounting program. LCPtracker will build the interface in 3-4 business weeks. (see following page)

4. If you do not have a Direct Interface, and do not wish to purchase one from LCPtracker, a number of our contractors have found assistance on creating an interface with Tech Support from their accounting software or service.

5. If none of the above options work for you, you can create an interface using an Excel Spreadsheet. Go to the Payroll Records Tab and hit the Upload Records button:

You will then be directed to a screen from which you can download an Excel Spreadsheet designed for LCPtracker, and upload the Spreadsheet once complete.

6. Please direct questions on interfaces and uploads to LCPtracker Support at the following:

7. Whichever Interface or Upload Option you decide on, you will likely need to input and match craft codes. There is an excellent explanation on how to do this in the Training Materials section of the Customer Portal:

Remember to set up your Craft Codes and then do a Craft Match. If you are getting errors in this area, it can be a good idea to rematch craft codes.

SECTION 10 - OJT TRAINEES AND USDOL APPRENTICES

1. If you have an OJT Trainee approved by the NDDOT working on your federal-aid job, and you are paying that Trainee less than the Davis-Bacon minimum wage plus fringe, you will need to choose the appropriate OJT classification for the trainee.

   When you "Add Classification" for your OJT Trainee, choose the applicable OJT Trainee category. To follow are the OJT categories for Power Equipment Operators:

   You will also find OJT categories for Carpenters, Cement Masons and Truckers. This designation will allow you to pay the OJT trainee at 80-95% of the craft minimum.

2. If you have a USDOL Apprentice on the Project, set him or her up under the "Add/Edit Employee" function. Please call (71) 328-2605 for guidance.